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DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

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DIRECTOR

December 4, 2003

MEMORANDUM

TO: Department Directors and Autonomous Agency Heads

FROM: Joyce VanCoevering, Director
Agency Services

SUBJECT: Executive Directive 2003-16 and Internal Printing Services

The purpose of this memo is to provide agencies with additional clarification of Executive Directive 2003-16 as it relates to the use of printing and copying services provided by Department of Management and Budget (DMB) Print and Mail Consulting Services and Rapid Copy Centers. These services continue to be available.

Services that you procure through DMB's Print and Mail Consulting Services and Rapid Copy Centers may be submitted if consistent with *Acquisition Services Letter 118* (www.michigan.gov/documents/pl118_75830_7.pdf) and *ED 2003-16*. DMB does not require agencies to provide an AS-1 form for those services that are printed internally or by a statewide printing contractor.

All requirements under Acquisition Services Letter 118 and Executive Directive 2003-16 for printing and copying purchases from external providers remain in effect, including the reduction of delegated authority for print and print-related services to \$500. Also, printing and copying purchases that are processed by DMB Print and Mail Consulting Services that are performed by an external, non-contract provider continue to fall under Executive Directive 2003-16 and must be consistent with one of the exemptions listed in the Directive. An AS-1 will be required if the cost of orders sent to such vendors exceeds \$25,000.

Each department may put in place requirements that are more restrictive.

Please share this information with all staff involved in ordering printing services. Questions may be directed to DMB Print and Mail Consulting Services at 322-1889 or by email at DMB-PrintandMailConsultingServices.gov.

C: Sean Carlson, Acquisition Services Director